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PTBA MEETING MINUTES
 March 18, 2021 6:30PM

Held at: Grant Transit Authority, (ZOOM Meeting)

Board Members Present

Chair, Mayor Bruce Reim, Ephrata
 Vice Chair, Councilman Don Myers, Moses Lake
 Mayor, Kevin Newland, Wilson Creek
 Councilman, Dylan Kling, Quincy
 Councilwoman, Michelle Agliano, Soap Lake
 Mayor, Diane Kohout, Electric City
 Rhonda Bowers, ATU Representative

Board Members Absent

Commissioner, Cindy Carter, Grant County
 Councilman, Byron Starkey, Warden
 Mayor, ShirleyRae Maes, Coulee City

Staff Present

*Greg Wright, General Manager
 Brandy Heston, Administrative Services Manager
 Kendra Moos, Human Resources Manager
 Stephanie Guettinger, Operations Manager*

The meeting of the Grant Transit Authority Board of Directors was called to order by Board Chair Mayor Reim, at 6:30pm. Pledge of Allegiance was recited. Roll call was taken by Brandy Heston, GTA Administrative Services Manager, 7 Board Members were present and 3 were absent.

Consent Agenda

Councilwoman Agliano made a motion to approve the Consent Agenda. Mayor Newland seconded the motion, motion unanimously carried.

Mayor Maes joined the meeting at 6:33pm

Treasurers Report

Finance Officer, Amy Allred, went over the Financial Report and expenses.

Public Comments

None

Battery Electric Bus Project - Update

General Manger, Greg Wright, explained the Buy America Pre-Award requirement we have been waiting for is now complete. The domestic content percentage of the Green Power EV Star

exceeded the required Buy America threshold of 70%. In addition, the final assembly will take place in the USA. The wireless charging infrastructure supplied by Momentum Dynamics, also complies with Buy America, coming in at 76.4% domestic content. There is a contract to review and approve later in the agenda, and next month at the Board Workshop, Greg noted he will take the Board on a deeper dive into the Battery Electric Bus Project.

Unfinished Business

NONE

New Business

a. Resolution No. 21-03, Certifications and Assurances

These are signed every year by the GTA Board Chair and GTA Attorney and sent to WSDOT assuring we remain in compliance for all grant funding from FTA. Mayor Maes made a motion to approve Resolution NO. 21-03, Certifications and Assurances. Councilwoman Agliano seconded the motion, motion unanimously carried.

b. Resolution No. 21-04, GTA/GreenPower Motor Company Agreement

This agreement is for the purchase of 4 Purpose Built GPM EV Star battery electric vehicles and wireless inductive charging system provided by Momentum Dynamics, total cost is \$1,944,337.73. Mayor Maes made a motion to approve Resolution No. 21-04, Agreement between GTA and GreenPower Motor Company. Councilman Myers seconded the motion, motion unanimously carried.

c. Resolution No. 21-05, Landscaping Agreement

This agreement, between GTA and Tatum Lawn Care, includes annual pruning and fertilizing of plants and trees, power sweeping of general public-employee parking lots, the Park & Ride lot and bus platform at MTC, annual irrigation turn-on and shut-off and repair as needed. The fee scheduled is attached to the back of the agreement. Councilwoman Agliano made a motion to approve Resolution No. 21-05, Landscaping Agreement between GTA and Tatum Lawn Care. Councilman Kling seconded the motion, motion unanimously carried.

d. Resolution No. 21-06, GTA/PFP Demand Response - First Addendum

While we have not had this situation arise yet, we felt it prudent to be prepared. This addendum allows PFP to invoice GTA and hourly rate of \$65 should a GTA ACCESS client need transportation to a vaccination clinic to receive their COVID vaccine. Mayor Newland made a motion to approve Resolution No. 21-06, GTA/PFP Demand Response First Addendum. Councilman Kling seconded the motion, motion unanimously carried.

e. Maintenance Manager Job Description

Kendra Moos, HR Manager, explained that staff is asking for a minor change in the job description for the Maintenance Manager. Currently it states the person must live within the GTA service area, however we are recommending this be changed to state they must live in the service area or within 1 hour traveling time. Councilman Myers made a motion to approve

the amendment to the Maintenance Manager Job Description. Councilman Kling seconded the motion, motion unanimously carried.

Mayor Newland and Councilwoman Agliano dropped off the zoom call at 6:54pm.

f. Tool Maintenance and Boot Allowance, Amendment

Kendra Moos, HR Manager, noted a few minor changes, removing lead, as we don't have that position anymore, and adding the Maintenance Manager if they are expected to be a working manager. Councilman Kling made a motion to approve the amendment to the tool maintenance and boot allowance. Councilman Myers seconded the motion, motion unanimously carried.

General Manager's Report

• **Transit Driver Appreciation Day**

Today is Transit Driver Appreciation Day and GTA has joined other public transportation agencies across the country in honoring our bus drivers for the service they provide to passengers throughout the year.

Our operators make driving look easy, but they handle a lot behind the wheel when safely transporting passengers. When the pandemic hit, they remained on the job and continued to provide critical transportation services, especially to essential workers.

We are proud of our drivers and thank them for their professionalism and dedication, every day.

• **Coronavirus Response and Relief Supplemental Appropriations Act Funding (CRRSAA)**

This is the second round of federal emergency relief funding from the FTA and comes with a directive for transit providers to prioritize payroll and operational needs. The proposed award for GTA will be \$4,581,700.

• **Bus Stop Enhancements Project**

We plan on budgeting for bus stop enhancements such as pull-outs, shelters, signs and benches in next year's budget, and ask that Board Members contact Greg if there are any street improvements taking place in your cities, towns, or the county, where a bus pull-out or other improvement makes sense for safety or boarding reasons.

• **Board Workshop**

We will be holding the Board Workshop on April 15th at the Best Western in Moses Lake. The Board Meeting will follow shortly after the workshop has concluded. Staff is recommending a start time of 10am. Lunch will be from the menu at the Paradise Restaurant in the hotel. Tentative Agenda below:

- ✓ Overview-History of GTA
- ✓ GTA Local, State, and Federal Funding Sources
- ✓ Service Characteristics
- ✓ Fleet Characteristics
- ✓ Battery Electric Bus Project

✓ Looking Ahead

- **Maintenance & Facilities Manager Recruitment Update**

After interviewing two candidates for the Maintenance & Facilities Manager position, we have offered the position to an individual currently working for another transit system in Eastern Washington, pending his acceptance and successful background check, we anticipate his first day on the job to be April 12th.

Greg thanked Commissioner Carter, Councilman Kling, and Mayor Newland, for assisting GTA staff with the review and interviewing of applicants.

- **Financial Resources Manager Position**

This position is one that GTA had a few years ago and Greg believes now is the time to bring it back. This will be discussed further at the next Board Meeting.

Operations Manager's Report

Stephanie Guettinger, GTA Operations Manager, noted that ridership in January and February 2021 is down between 61-63% over that of 2020, which is expected. DART has been hit and miss in the Grand Coulee area due to shortage of drivers and/or lack of riders requesting the service. There are a couple potential riders from up North wanting to travel to Ephrata for work, hopefully we will be able to work this out.

GTA put the surplus vehicles on the auction site and we have bids on 9 of the 17 vehicles in the first 2 days, which is excellent.

People for People

The People for People report was presented to the Board of Directors.

Other:

The next regular GTA Board of Directors Meeting will be held following the Board Workshop, in person, at the Best Western Hotel on April 15th.

Meeting was adjourned at 7:13pm.

Attested:



Brandy Heston
Administrative Services Manager

I certify that this is a true copy of the accepted GTA meeting minutes.



Board Member